



United States  
Department of  
Agriculture

Food and  
Consumer  
Service

Mountain  
Plains  
Region

1244 Speer Boulevard  
Denver, CO  
80204-2581

Reply to  
Attn of:

DEC 23 2002

SFSP-464  
SP-03-04

Subject:

Summer Food Service Program (SFSP) Questions and Answers (Q&As) Including  
Follow-up Questions on Seamless Summer Feeding Waivers

To:

STATE AGENCY DIRECTORS -  
(Special Nutrition Programs)

Colorado ED, Iowa, Kansas  
Missouri DH, Missouri ED  
Montana OPI, Nebraska, North  
Dakota, South Dakota, Utah,  
and Wyoming

For your information, attached is a list of policy Q&As on the SFSP and Seamless  
Summer Feeding Waivers that we have compiled based on questions raised by State  
Agencies since our last Q&A memorandum SFSP-461, issued August 15, 2002.

As you know, we periodically review questions asked by State Agencies and issue a Q&A  
policy memorandum such as this. We will continue to transmit any national policies as  
the need arises.

If you have any questions, please contact our office.

*for Ellen Callan*  
DARLENE SANCHEZ  
Regional Director  
Special Nutrition Programs

Attachment

**Summer Food Service Program (SFSP)  
Questions and Answers  
December 2002**

**Records Maintenance**

1. Q. How long do records need to be maintained in the SFSP?  
  
A. Records must be maintained for 3 years after the submission of the year's final SF-269, unless audit findings have not yet been resolved as explained in Section 225.8(a).

**Seamless Summer Feeding Waivers**

2. Q. How are meals claimed under the Seamless Summer Feeding Waivers to be reported on the FNS-10?  
  
A.
  - All waiver lunches are to be reported on line 5A and if applicable, line 5b.
  - All breakfasts served under the waiver are to be reported on Line 6 and if applicable, line 7.
  - All snacks should be reported on line 5c only. Do **NOT** include snacks on line 5d.

This guidance was also provided in Policy Memo SFSP-453/SP-02-14 #26.

**Emergency Shelter**

3. Q. How can an emergency shelter participate in the SFSP?  
  
A. Public Law 105-336 removed the ability of an emergency shelter to sponsor under the SFSP. Emergency shelters may now only sponsor through the Child and Adult Care Food Program. However, emergency shelters are allowed to participate in the SFSP as an open, closed enrolled or camp site when sponsored by another institution as explained in Policy Memo SFSP-380/CACFP-572 and Section 225.6(c)(2).

#### One-time Exceptions

4.       Q.   Is it possible to reimburse a sponsor's second request for a late claim submitted within the 36-month exception period granted by the SA?
- A.   Yes.   The SA may forward a request for payment, along with the sponsor's corrective action plan, to the Regional Office for approval as explained in the 60/90-Day Guidance.  Appeal rights must be provided to the sponsor if the request is not forwarded to the RO as explained in Section 225.13.